

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Policy Development Analyst	REPORTING UNIT NUMBER: 341	
DIVISION/BRANCH OR CENTER: Operations/Policy Development	LOCATION: Sacramento - Headquarters	
CLASS TITLE: Associate Government Program Analyst	POSITION NUMBER: 533-341-5393	EFFECTIVE DATE: September 1, 2006

SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
	N/A		

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Relative time required) Indicate %	Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.
	Under the direction of the Policy Development Manager, the Policy Development Analyst performs the following duties:
40%	Maintains and updates the standards and programs to ensure that all corpsmembers achieve an expected level of general competency and specific vocational competency. Assists in writing regulations and policies to establish a standard framework as well as content and delivery standards for corpsmember programs. Performs research and analysis necessary to determine the core competencies that all corpsmembers are expected to achieve while in the CCC, including general job skills, basic education and life skills. Collaborates with staff in the data collection and analysis staff to facilitate the collection of data that can be used to support the policy making process. Uses information and data to design and enhance programs that support the development and improvement of corpsmember skills and competencies.
35%	Develops and maintains policies related to transitioning corpsmembers from the CCC to their next jobs. Works closely with the data collection and analysis staff to determine how the CCC should focus its job training program. Assesses corpsmember programs relative to current job market analyses and changes in the target population in order to ensure CCC programs reflect current-day needs of corpsmembers, the CCC and the State of California. Analyzes CCC training programs in comparison to job placement opportunities and recommends any programmatic changes needed to align these two areas.
15%	Develops apprentice and internship opportunities for corpsmembers with the goal of enhancing job training opportunities and facilitating job placement in the field of training. Represents the CCC in meetings with various agencies and organizations in an effort to pursue new training opportunities for corpsmembers.
5%	Develops policies and guidelines related to the exchange programs, such as the Australian Exchange Program. Provides advice and technical assistance to support and enhance CCC exchange programs.
5%	Attends staff meetings and participates in various administrative and organizational tasks as required.